



**Application to take Credits at
Other Accredited Academic Institutions**

Last Name: _____ First Name: _____ Student ID: _____

Program _____

Major: _____ Concentration: _____

E-mail: _____ Home Phone: (____) _____ Cell Phone: (____) _____

REQUEST PERMISSION TO TAKE COURSES AS INDICATED

Intended Term of Studies: Full Spring Summer Year: _____

College/University where credits are to be taken: _____

Institution's Address: _____

Accreditation: _____

Other Academic Institution's		
Cat. #	Course Title	Credits

Fairleigh Dickinson University's Equivalent		
Cat. #	Course Title	Credits

Student's Signature _____ Date: _____

Advisor's Signature _____ Date: _____

TO BE COMPLETED BY RECORDS OFFICE at FDU:

Matriculant: _____ Yes _____ No _____ CGPR: _____

Credits Earned to Date: _____ Previous transfer credits received: _____

Records Office Verification by: _____ Date: _____

AUTHORIZED

Department Chairperson of your Major at FDU _____ Date _____

Dean of College of your Major at FDU _____ Date _____

Department Chairperson in which course is given at FDU _____ Date _____

Dean of College in which course is given at FDU _____ Date _____

Campus Executive – FDU Vancouver _____ Date _____

Director of Enrollment Services – FDU Vancouver _____ Date _____

PLEASE SEE REVERSE SIDE FOR IMPORTANT INSTRUCTIONS

INSTRUCTIONS

1. Complete this form in triplicate, obtain the required signatures, and return this form to the Office of Enrollment Services at Fairleigh Dickinson University – Vancouver Campus.
2. You are required to submit course descriptions from the academic institution where you intend to take off-campus course(s). Credits taken at two-year colleges cannot be substituted for advanced level courses at Fairleigh Dickinson University.
3. Authorization must be obtained prior to the semester or trimester in which the course(s) will be taken.
4. It is the student's responsibility to have an official transcript of all grades sent to his/her home campus (Office of Enrollment Services, Fairleigh Dickinson University – Vancouver) from the authorized off-campus academic institution once coursework is completed.
5. **PLEASE NOTE:** A student enrolled for coursework at Fairleigh Dickinson University, in any one semester or trimester, **MAY NOT** simultaneously enroll for coursework at another academic institution. If this occurs, the course or courses taken at another institution will **NOT** be accepted by Fairleigh Dickinson University.
6. A minimum grade of C (not P/F) must be earned in any course taken off campus in order to be counted toward graduation at Fairleigh Dickinson University.
7. Courses taken at an authorized academic institution must have at least the same semester credit value as the equivalent course at Fairleigh Dickinson University. When the credit value of the course taken at another institution is more than the equivalent credit value at Fairleigh Dickinson University, the student will receive only the semester credit value of the equivalent course at Fairleigh Dickinson University.
8. Courses originally taken at Fairleigh Dickinson University may not be repeated at another institution for the purpose of improving grades or replacing credits. All such courses can only be repeated at Fairleigh Dickinson University.

Authorization to take courses at another accredited academic institution should be held to a minimum and, once a student is matriculated at Fairleigh Dickinson University, only 16 such credits may be counted toward graduation. The maximum of 16 credits is reduced by 3 credits for every 16 credits earned at another institution and transferred to Fairleigh Dickinson University at the time of matriculation. Students cannot repeat an FDU course at another institution. The student must have a minimum cumulative grade point ratio of 2.00 in order to be eligible to take off-campus courses.